

GUIDELINES FOR COMPLETING *PRO SE* DIVORCE / LEGAL SEPARATION DOCUMENTS

FINANCIAL DISCLOSURE STATEMENT(S) [FA-4139], MARITAL SETTLEMENT AGREEMENT [FA-4150/FA-4151] AND FINDINGS OF FACT, CONCLUSIONS OF LAW, AND JUDGMENT [FA-4160/FA-4162]

General:

You may obtain the required forms at no charge on the Internet at www.wicourts.gov. Use the most current version of each form and the applicable form for your case.

If the parties do not complete a *Joint Financial Disclosure Statement*, each spouse is required to complete a *Financial Disclosure Statement*.

The *Financial Disclosure Statement(s)* or *Joint Financial Disclosure Statement*, the *Marital Settlement Agreement* and the *Findings of Fact, Conclusions of Law, and Judgment* must be submitted to the Family Court Commissioner's office for review and approval **at least twenty (20) business days prior to the final hearing**. The purpose of the Family Court Commissioner's review of the documents is to ensure that the documents are properly completed and comply with the applicable statutory requirements. Failure to timely submit the final divorce/legal separation documents to the Family Court Commissioner for review and approval may cause the final hearing to be rescheduled.

Document Guidelines:

- Carefully read and follow the instructions in the documents.
- Include the name of the county and the case number in the caption of each document.
- Sign and print your name and insert the date you signed each document where applicable.
- If the parties are dividing a pension or retirement plan, provide a copy of the Qualified Domestic Relations Order that has been approved by the Plan Administrator.
- If one or both parties own real estate, attach the proper legal description of that real estate to the *Marital Settlement Agreement*. The legal description may be obtained from the deed by which the party(ies) took title.
- If your agreement for child support deviates from Wisconsin's percentage standards, you must give sufficient reasons for such modification at No. 2 of Paragraph M, Child Support Basis, of the *Marital Settlement Agreement*.
- If either party is receiving aid from the county or state, other than FoodShare, have the *Marital Settlement Agreement* approved by the county Child Support Agency.
- Include the name of the Judge, location of the final hearing, and the final hearing date, in the Final Hearing portion of the *Findings of Fact, Conclusions of Law, and Judgment*. You may obtain the final hearing date from your Notice of Hearing or the Judicial Assistant.
- If applicable, include the name of the person who will be appearing at the final hearing for the county Child Support Agency in the Appearances portion of the *Findings of Fact, Conclusions of Law, and Judgment*.

- Include the Family Court Commissioner in the Appearances portion of the *Findings of Fact, Conclusions of Law, and Judgment*.
- On the last page of the *Judgment*, complete the name of the Judge and the date the *Judgment* will be signed, and check the appropriate box as to which Court Official will be signing the *Judgment*.
- Include a signature line for the Family Court Commissioner after the "Approved As To Form By" portion of the *Findings of Fact, Conclusions of Law, and Judgment*. Example:

 William J. Wolske
 Family Court Commissioner

Miscellaneous:

- If the parties have a minor child in common, file a Certificate of Completion for each party from the educational program on the effects of divorce on children and providing training in parenting or co-parenting skills with the Clerk of Court, and provide a copy of each to the Family Court Commissioner. (Kewaunee County Circuit Court Rule 1227)

If you need assistance in completing your final divorce documents, the following sources are available:

- * * A licensed attorney;
- * * The required documents and instructions are available at no charge on the Internet at www.wicourts.gov.
- * * Legal Action of Wisconsin, telephone number 920-432-4645;
- * * Chapter 767 of the Wis. Statutes, a copy of which is located at most public libraries;
- * * State Bar of Wisconsin's Lawyer Referral and Information Service, telephone number 800-362-9082;
- * * Publication "System Book for Family Law" by Leonard L. Loeb, available for purchase from the State Bar of Wisconsin, telephone number 800-728-7788;
- * * Legal forms available for purchase from Wisconsin Legal Blank Printing & Forms, telephone number 800-890-6890.

These guidelines are not a complete representation
 of the types of information required by the Circuit Court
 to approve your *pro se* final divorce/legal separation documents.
 These guidelines are issued to inform and not to advise.
 No person should ever apply or interpret any law without the aid
 of an attorney who knows the facts,
 because the facts may change the application of the law.

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